COMMENTS ON RECOMMENDATIONS
OF THE
TRAINING ADMINISTRATION REVIEW GROUP (TARG)

Training Information

 1. Catalog

    a. Catalog should be published annually.

Comment

    Curriculum Committee members disagreed on whether the
Catalog should be published annually or less frequently. One
group held that the Catalog should be completely revised
every two or three years, but maintained continuously by
those responsible. Others on the Committee felt that the
Catalog ought to be revised completely annually. I support
the latter position.

    b. Catalog should include handbook information for
       Training Officers.

Comment

    Curriculum Committee members agree.

 2. Special Bulletin

    a. Unit Chiefs should be responsible for the approval
       and mat preparation.

Comment

    CC members agree, but further agree that a review by
an OTR Publications Officer would be useful to provide
consistency of style and form.

    b. OTR Component Training Officer should monitor
       Special Bulletins originating outside OTR.

Comment

    This should be done by an OTR Publications Officer.

 3. Schedule of Courses should be issued semi-annually.

Comment

    Agree.

4. Bi-Weekly Registration Note schedule should be continued.

Comment

    Agree.

5. Functional directory of OTR should be published twice a year.

Comment

    Agree.

6. Training Officer Conference

    a. Recommend continuance.

Comment

    Agree.

    b. Recommend Directorate Training Officer - OTR meetings.

Comment

    Agree, but the training units of OTR should be represented as appropriate, as well as the Registrar Group.

7. Assignment of MT Careerists to Senior Training Officer jobs.

Comment

    Senior Training Officers should represent the Directorate and as such enjoy the full confidence of the appropriate Deputy Director. He should also normally have a high degree of knowledge of the business of the Directorate. I do not agree with this recommendation.

8. Creation of a Publications Officer/Editor to screen OTR publications.

Comment

    Agree. This person should be the same one who edits the Schedule of Courses, the Catalog, and other OTR publications. It is probably not a full-time job, but should be assigned to an officer in RG or PDS as a major responsibility.

Training Requirements

1. Current system to be continued and broadened.

Comment

Agree with the caveat that the APP and PDP in the future may replace the training requirements solicitation effort conducted earlier this year by OTR.

Registration Procedures

1. Registration be partially decentralized.

Comment

Curriculum Committee members agreed with the understanding that there be a focal point in OTR to which our customers address questions and send paper regarding registration. Another consideration is that when the registration process is further automated we will probably go back to a more centralized system.

2. Unit training assistants to handle the entire cycle including logging, selection of students, notification of acceptance.

Comment

Agree with the caveats noted in Paragraph 1 above.

3. SRS/RG should be the central point to handle calls and inquiries of a general nature.

Comment

Agree.

4. Course content questions should be referred to the instructor.

Comment

Agree.

STATINTL █████ registration should not be decentralized, there should be a backup in either RG or SA/OT.

Comment

All concerned parties agree.

6. Form 73 should be revised, more basic information provided on the student.

Comment

    Agree. Subject to our progress in the future on automation of the registration process, in which event less student information will be available.

7. Attendance - no standardization required.

Comment

    Agree as long as Security requirements are considered and course administrators have enough information to know whether a student was present for credit purposes.

8. As a minimum, there should be a daily sign-in sheet for all Headquarters courses.

Comment

    Curriculum Committee members felt that Paragraph 7 above is the overriding consideration.

Reporting on Student Progress and Achievement

1. OTR notice should be reviewed and revised as necessary.

Comment

    Agree.

2. Streamline the student evaluation form.

Comment

    The student evaluation form or training report should fit the needs of the specific course. Our reporting requirements are different for different kinds of courses. I agree with the sample training report with minimum required information, as shown on the page following Page 23.

3. Eliminate much of the student data on the training report form.

Comment

    Agree.

Records on Students and Courses

1. Official folders should be kept in one place, that is the unit (not in RG).

Comment

I do not feel comfortable with the idea that the official records of OTR programs be maintained in the sub-units of OTR. I think we still have to define what represents an official course record and that that record be maintained by some staff unit of OTR representing the Director of Training.

2. RG should keep all of the ATR input data. ¬

Comment

Agree, subject to a further decision based on Paragraph 1 above.

Training Administration at █████   **STATINTL**

1. More control should be exercised on who attends the BOC, i.e., establish and adhere to minimum entrance requirements.

Comment

The SA/OT informed the Curriculum Committee that it had provided the Director of Training with a study analyzing the kinds of people who attend the BOC. The Curriculum Committee recommends the Director of Training review this study and use it as a basis of negotiating with the DDO to determine minimum entrance requirements which all students must meet before being accepted.

2. Provide reading notebooks to the students in advance to save course time.

Comment

Agree where feasible.

3. AOC is in competition with the Midcareer for mid-level DDO officers.

Comment

The Curriculum Committee discussed this question and added to the list also the AMP. Curriculum Committee members felt that this was a question for the DDO to solve in so far as they have the best appreciation of the priorities involved in training their officers.

Guest Speaker Coordinator

1. Use should be made of the Guest Speaker Computer Program.

Comment

Agree.

STATINTL

2. A single individual should handle all ████ arrangements
and Guest Speaker records, this should be located in
either Plans or SRS.

Comment

Agree.

Directorate TRO Comments

✓ 1. S&T - "A designated officer in OTR available to handle
unusual training requests."

Comment

Senior Training Officers should be advised that unusual
training requests should be directed to the Director of Training,
the Deputy Director of Training, or Chief/Plans & Development
Staff for disposition.

2. A single person in OTR to work on component training
problems, i.e., a permanent Component Training Officer
in OTR.

Comment

The Component Training Officer function in OTR has had
three major activities: the Annual Report, helping components
get assistance on training problems, and advising on approval
of component training courses. We are presently handling
the reporting function through a Plans Officer. The other
two questions are basically referral questions and can be
handled by the Director of Training, the Deputy, or Chief/Plans
& Development Staff.

3. DDO wants to be consulted more closely on selecting
officers for the AIS.

Comment

STATINTL ████████ is aware of this.

4. DDO would welcome more input on student achievment, particularly in the BOC and AOC.

Comment

    C/SA/OT has discussed this question in some detail with the Senior Training Officer DDO.

5. Please advise the Senior Training Officer DDA of completion of courses by employees with MG service designation.

Comment

    This is an RG responsibility.

6. DDI - the responsibility for travel, advances, etc. is not clear, is OTR or the component responsible and in which courses?

Comment

    We do not have a consistent policy on this. This is a good topic for a staff meeting discussion.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)
Comments on Recommendations of the TARG

FROM:	EXTENSION	NO. DTR-0995
Chief, Plans & Development Staff	3185	DATE 18 October 1974

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. DDTR	10/22			This represents my summary of the main points of the TARG report. Some of these points were discussed in the Curriculum Committee and their reactions are noted. The other comments represent my opinion regarding the recommendation or point made. Most of the points require a managerial decision regarding procedure or assignment of tasks to the appropriate component.

Tom |
2.				
3. DTR	11/1			
4.				
5. C/PDS				
6. File				
7.				Tos:
Tom -
Thanks for your summary & analysis. I believe we should convene the chiefs primarily affected with Rod and/or me present & make the decisions that are called for. Do you agree or have a better way to handle?
3 to 5!
Pls let me see this prior to a meeting AR
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

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OFFICIAL ROUTING SLIP   303

TO	NAME AND ADDRESS	DATE	INITIALS
1	DDTR	9/26	
2			
3	DTR	10/2	
4			
5	C/PDS		
6			

ACTION		DIRECT REPLY		PREPARE REPLY
APPROVAL		DISPATCH		RECOMMENDATION
COMMENT		FILE		RETURN
CONCURRENCE		INFORMATION		SIGNATURE

Remarks:

Here is the report of the TARG. The Curriculum
Committee was briefed on the subject on
26 September. I plan to extract administrative,
and policy matters which the Curriculum Committee
can examine in greater depth in the future.
This item will be on the next Curriculum Com-
mittee Agenda for 10 October. Larry pointed
out in his briefing that one of the main values
of the report may be that we have identified
and reported herein how Training administers itself.
I have prepared a commendation memorandum for
your signature in view of a heavy work output
beyond the call of duty.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
OTR/PDS	9-26-74

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STATINTL

FORM 237
1-67